

## Work Instructions

**DIRECTIVE NO.** 205.W-WI-1040.Y.5  
**EFFECTIVE DATE:** May 1, 2001  
**EXPIRATION DATE:** N/A

**APPROVED BY:** \_\_\_\_\_  
**NAME:** William B. Bott  
**TITLE:** Environmental Group Lead

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**Responsible Office:** 205.2/Environmental Office

**Title:** Oil and Hazardous Substance Release Notification

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### P1. PURPOSE

This Work Instruction (WI) defines the notifications to be made in the event of an oil release, hazardous substance release (including a release to the air), or a fire/explosion at the hazardous waste accumulation area. In general, the Wallops Flight Facility Fire Department is the first to be notified when an incident occurs.

### P2. SCOPE

This WI applies to a fire/explosion or an oil/hazardous substance release on/from Wallops Flight Facility property.

### P3. DEFINITIONS

- 3.1 NRC: National Response Center
- 3.2 DEQ: Virginia Department of Environmental Quality
- 3.3 VDEM: Virginia Department of Emergency Management
- 3.4 Controlled Spill: A spill that has not entered waters of the State (i.e., a sanitary sewer, storm drain, pond, stream, or the soil) and does not present an imminent threat to people or facilities or is very unlikely to migrate.

### P4. RECORDS, REPORTS, AND FORMS

- 4.1 Incident Report Form

### P5. SAFETY PRECAUTIONS AND WARNING NOTES

Only qualified and trained personnel shall respond and handle emergency situations where there is an imminent threat to people or facilities.

### P6. REFERENCES

- 6.1 Spill Prevention, Control, and Countermeasures Plan (SPCC), 40 CFR 112 and Virginia Code 9 VAC 25-91-175
- 6.2 Hazardous Substance Contingency Plan, 40 CFR 262.34 and 9 VAC 20-60-265
- 6.3 Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120.

## **P7. TOOLS, EQUIPMENT, AND MATERIALS**

Not Applicable

## **P8. INSTRUCTIONS**

### **8.1 WITNESS (USER):** (See Figure 10.1, Witness Emergency Notification.)

#### **8.1.1 Oil or Hazardous Substance Spill**

- a. Ensure your own safety;
- b. Warn personnel in the immediate vicinity (i.e. fire alarm pull);
- c. Attempt to shut down the operation to stop the flow and isolate or contain the spill, **ONLY** if you can do so without jeopardizing your own safety; and
- d. Contact the Emergency Console at x1333 or (757) 824-1333 or on radio channel 1, immediately, and provide the following information:
  - Name and code of reporting party;
  - Type/name of material spilled;
  - Location of spill;
  - Status of spill:
    - controlled/contained or migrating;
    - pose an imminent threat to people, facilities, or the environment;
    - entered any waters such as storm drain, pond, stream, sanitary sewer, or soil;
  - Cause of spill;
  - Estimated quantity and flow rate of spill; and time of spill.

#### **8.1.2 Fire/Explosion**

- a. For any fire/explosion incident, immediately contact the Emergency Console at x1333 or
- b. (757) 824-1333 or on radio channel 1;
- c. If possible, extinguish or turn off all ignition sources. If trained in the use of portable fire extinguishers, an attempt to suppress the fire may be made if the fire is small enough. If, after one extinguisher is emptied, an attempt to control a fire is unsuccessful, abandon the attempt and proceed to a safe location; and
- d. The WFF Environmental Office will ensure appropriate notifications are made.

### **8.2 WFF FIRE DEPARTMENT**

- a. Notify the Environmental Coordinator (Section 8.3);
- b. Establish an Emergency Coordinator; and

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- c. Complete and file an Incident Report Form located in Section 9.0 of this Work Instruction and forward to Environmental Office (off-duty hours notification may be required if Environmental Coordinator is not available).

## 8.3 ENVIRONMENTAL OFFICE

### 8.3.1 Oil Spill

If the spill is greater than **25 gallons or has entered the waters** of the Commonwealth, notify the Tidewater Regional Office of Virginia Department of Environmental Quality, **within 2, hours at (757) 518-2000**. Also, within **24 hours**, notify the National Response Center at **(800) 424-8802** (or on the internet at <http://www.nrc.uscg.mil/report.htm>) and the Virginia Department of Emergency Management at **(800) 468-8892**; give the following information to all parties:

- Time of discharge;
- Location of discharge;
- Type and quantity of oil;
- Assistance required; and
- Name, address, and telephone number of person making the report, and all other pertinent and necessary information.

Complete a follow-up report for the DEQ within 5 days of the spill. The follow-up report must include all the information listed above plus the following:

- Name, address, and phone number of the operator and the facility,
- Extent of injuries,
- Assessment of actual or potential hazards to human health or the environment, and
- Description of the incident.

### 8.3.2 Hazardous Substance Spill

If the release is **above a reportable quantity** (i.e., CERCLA, EPCRA), it must be **immediately reported to** the National Response Center at **(800) 424-8802** or on the internet at <http://www.nrc.uscg.mil/report.htm> the Virginia Department of Environmental Quality at **(757) 518-2000**, and the Virginia Department of Emergency Management at **(800) 468-8892**.

### 8.3.3 Fire/Explosion at a Hazardous Waste Accumulation Area

Upon any fire/explosion at the Wallops Flight Facility Hazardous Waste Accumulation Area, the Environmental Office shall notify all applicable authorities **immediately** (e.g., the Environmental Protection Agency, the Regional Waste Management Division Director, and the Virginia Department of Environmental Quality).

## 8.4 POINTS OF CONTACT

### 8.4.1 Onsite Phone Numbers

- a. Emergency Console: 1333 (from Wallops Flight Facility phones) and (757) 824-1333 (from off Facility and other phones) and radio channel 1.
- b. Emergency Coordinator:

Member	Facility Phone	After Hours Phone	Radio Page
Captain on Duty	X1508	x1333	Wallops 200
Fire Station #1	X1333	x1333	Wallops 1
Fire Station #2	X1333	x1333	Wallops 2

- d. **Environmental Coordinators:**

Member	Facility Phone	Home Phone	Home Address
William B. Bott (Environmental Team Leader)	x1103	(757) 442-2754	6176 Johnson Pt Lane Jamesville, VA 23398
Bonnie H. Crawford (Program Support Specialist)	x2234	(757) 787-9427	20426 Market Street Onancock, VA 23417

### 8.3.2 Offsite Phone Numbers

The following external agencies shall be contacted as described in the Instructions section 8.3, above.

Organization	Telephone Number
Virginia Department of Environmental Quality, Tidewater Regional Office	(757) 518-2000
National Response Center	(800) 424-8802
Virginia Department of Emergency Management	(800) 468-8892
Eastern Shore Hazardous Material Response Team Hazardous Material Coordinator	911 (757) 787-0910

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Hospitals: Atlantic General Hospital, Berlin, Maryland McCready Memorial Hospital, Crisfield, Maryland Peninsula Regional Medical Center, Salisbury, Maryland Shore Memorial Hospital, Nassawadox, Virginia	(410) 641-1100 (410) 968-1200 (410) 546-6400 (757) 442-8000
U.S. EPA Region III	(215) 597-9898
U.S. Coast Guard	(202) 267-2675

## **P9. FORMS**

Following is the Incident Report Form for the Wallops Flight Facility. This report is used as described in the Instructions Section above.

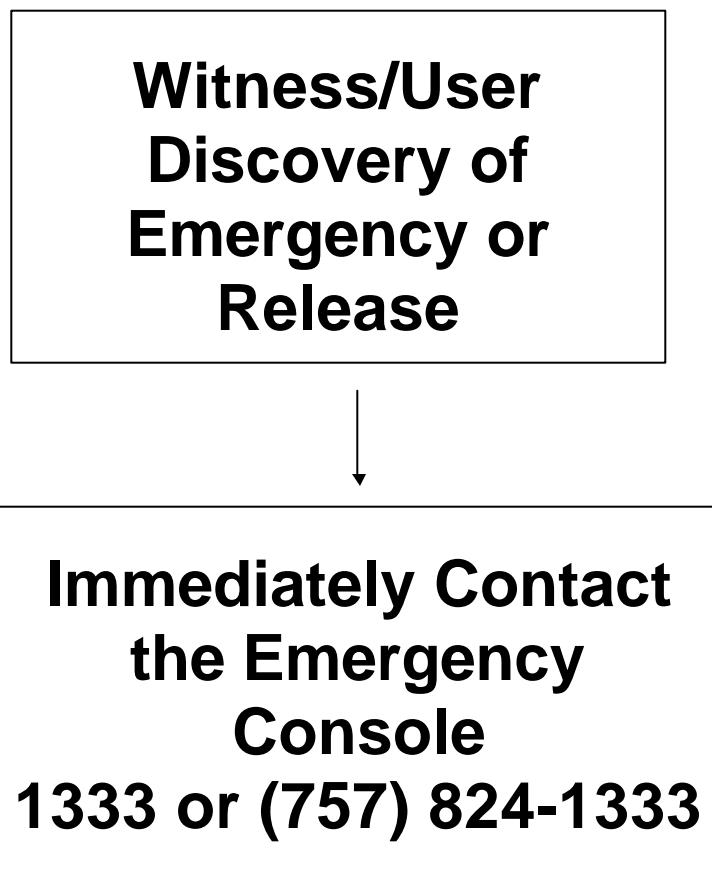
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TIME INCIDENT DISCOVERED:		DATE:	
TIME INCIDENT REPORTED:		DATE:	
TIME INCIDENT CONTAINED:		DATE:	
APPROXIMATE LOCATION AND TYPE OF ACCIDENT (E.G., FIRE, EXPLOSION, RELEASE):			
MATERIAL RELEASED:		APPROXIMATE QUANTITY:	
EXTENT OF INJURIES (IF ANY):			
ASSESSMENT OF ACTUAL OR POTENTIAL HAZARDS TO HUMAN HEALTH OR THE ENVIRONMENT (IF APPLICABLE):			
ESTIMATED QUANTITY AND DISPOSITION OF MATERIAL RECOVERED FROM THE INCIDENT:			
CORRECTIVE ACTION TO CONTROL THE INCIDENT AND PREVENT FURTHER INCIDENTS:			
<b>REGULATORY AGENCY NOTIFICATION:</b> <input type="radio"/> CHECK HERE IF <u>NONE REQUIRED</u> <i>To be Completed by Wallops Environmental Office</i>			
Agency	Person contacted	Date	Time
SIGNATURE OF REPORTER:			DATE:

SIGNATURE OF SUPERVISOR:

DATE:

**P10. FLOW DIAGRAM**



- For any release notification, the reporting party shall provide the following information:
  - Name and code of reporting party;
  - Type/name of material released;
  - Location of released;
  - Status of release:
    - controlled/contained or migrating,
    - pose an imminent threat to people, facilities or the environment,
    - entered any waters such as storm drain, pond, stream, sanitary sewer
    - entered soil
  - Cause of release;
  - Estimated quantity and flow rate of release; and
  - Time of release.

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## Figure 10.1: Witness Emergency Notification



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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
<u>Baseline</u>	05/01/2001	
A	02/02/2002	Change title and phone number for Fire Department contact. Change Bonnie Crawford's off duty phone number.